

**College Counseling Associate and Testing Coordinator  
Rochelle Zell Jewish High School (SY 2025-2026)**

*FTE. .8*

**Who We Are**

Located 25 miles northwest of downtown Chicago, Rochelle Zell Jewish High School is a private, co-educational high school. Our mission is to create a culture of academic excellence that inspires and prepares our students to think critically, achieve their full potential, and live Judaism as responsible and involved citizens in the modern world.

Rochelle Zell offers a college preparatory program that combines a rigorous general studies education with a comprehensive Jewish studies education. Small classes and individualized instruction help students find their own voice, solve problems creatively, cultivate respect for individual differences, and develop a deep dedication to learning. Rochelle Zell also offers a competitive athletic program, as well as numerous extracurricular activities and leadership opportunities. These opportunities pave the way for our students to matriculate into some of the best colleges and universities in the country and abroad.

Rochelle Zell opened its doors as Chicagoland Jewish High School (CJHS) in 2001 to 26 students and has continued to grow. Upon receiving a generous endowment from the Zell family, the school was renamed in honor of the Zell family matriarch, Rochelle Zell. Our current enrollment consists of 140 students drawn from over 20 communities in the Chicago area and beyond.

**Who We're Seeking**

We are seeking an experienced college counseling associate to support our students and their parents through the college admissions process. In supporting the Director of College Counseling, you will build relationships with students and parents, guide them through the college admissions process, and develop educational programming around the college admissions landscape. Additionally, you will oversee the coordination of standardized testing and logistics for various testing opportunities throughout the year. This is a unique opportunity to join a wonderful community of educators in support of our highly talented students. Qualified candidates must have a bachelor's degree and previous experience in the field of college counseling and/or testing coordination.

**Duties and Responsibilities**

As a member of the Student Services Team, you will report directly to the Director of College Counseling and Academic Dean. Your responsibilities will include:

*College Counseling Support*

- Support the Director of College Counseling in managing a comprehensive counseling program
- Provide support to students and families as necessary. This may include, but is not limited to:

- Meeting regularly with students identified by Director of College Counseling who need additional support completing their applications, meeting deadlines, etc.
- Upload and send to colleges all documents necessary to complete college applications--e.g. transcripts, letters of recommendation, application forms, etc.
- Plan, schedule, and promote college rep visits
- Organize and facilitate meetings and workshops for students and families, occasionally during evenings or weekends
- Maintain and update the College Counseling portion of the school website
- Collaborate with marketing and technology teams to ensure timely communication of college counseling programs and updates to the School Profile

*Testing Coordination*

- Oversee the administration and communication of standardized tests (PreACT, PSAT, ACT, AP exams, etc.)
- Organize proctors, spaces, and materials for testing dates, including weekend ACT exams
- Supervise and support proctors during standardized tests
- Manage the registration process and communications for AP exams and ensure billing accuracy
- Supervise secure handling and return of testing materials
- Work with the Accommodations Coordinator to ensure accommodations are submitted and communicated in a timely manner

*General Support*

- Collaborate with the Student Services Team to provide holistic support to students
- Perform administrative tasks such as transcript preparation and records management

**Contract Dates**

July 1, 2025 – June 30, 2026

**Compensation**

Based on degree and experience.

To apply email [rosenberg1@rzjhs.org](mailto:rosenberg1@rzjhs.org)